

DEPARTMENT OF CHILDREN  
AND FAMILIES  
Secretary Eloise Anderson  
201 East Washington Avenue, Room G200  
P.O. Box 8916  
Madison, WI 53708-8916  
Telephone: 608-266-8684  
Fax: 608-261-6972  
www.dcf.wisconsin.gov



State of Wisconsin  
Governor Scott Walker

DEPARTMENT OF HEALTH SERVICES  
Secretary Kitty Rhoades  
1 West Wilson Street  
P.O. Box 7850  
Madison, WI 53707-7850  
Telephone: (608) 266-9622  
FAX: (608) 266-7882  
www.dhfs.wisconsin.gov

TO: **Income Maintenance Supervisors**  
**Income Maintenance Lead Workers**  
**Income Maintenance Staff**  
**W-2 Agencies**  
**Workforce Development Boards**  
**Job Center Leads and Managers**  
**Training Staff**  
**Child Care Coordinators**

FROM: Katherine McGurk, Director  
Bureau of Early Learning and Policy  
Division of Early Care and Education  
Department of Children and Families

**DECE/BELP OPERATIONS MEMO**

No: 15-54

DATE: 12/29/2015

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| SC        | <input type="checkbox"/>            | CTS      | <input type="checkbox"/> | FSET  | <input type="checkbox"/> |
| BC+ Basic | <input type="checkbox"/>            | BC+ CORE | <input type="checkbox"/> |       |                          |
| CC        | <input checked="" type="checkbox"/> | W-2      | <input type="checkbox"/> | EA    | <input type="checkbox"/> |
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| RAP       | <input type="checkbox"/>            | WIA      | <input type="checkbox"/> | Other | <input type="checkbox"/> |
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**SUBJECT: Wisconsin Shares Policy Manual Updates to Chapter 1**

**CROSS REFERENCE:** Wis. Stat. s. 49.155; DCF CH 201; Chapter 1 of the Wisconsin Shares Child Care Subsidy Policy Manual, and Operations Memo 15-34

**EFFECTIVE DATE:** December 30, 2015

**PURPOSE:** The purpose of this Operations Memo is to inform local agency staff of policy changes to Chapter 1 and to explain that all policy changes will always be accompanied by an Operations Memo. This memo also provides details of policy changes made to the Wisconsin Shares Child Care Subsidy Policy Manual Chapter 1 that were inadvertently omitted from Operations Memo 15-34 in September 2015 and policy changes that were published in the October 2015 Wisconsin Shares Child Care Subsidy Policy Manual.

The division is working to identify a method to inform agencies of changes to the manuals, such as changes to wording, spelling, minor reorganization, formatting changes, and clarifying edits to any section of the policy manual that have not been introduced by an Operations Memo. In addition, all changes to the text of the manuals will appear highlighted in yellow in the most current published version. As always, it is our recommendation that the policy manual is always referenced online, as this will prevent the use of an expired version. Every previously published version of the Wisconsin Shares Child Care Subsidy policy manual will continue to be available

from the policy manual web page.

<http://dcf.wisconsin.gov/childcare/ccpolicymanual/index.htm#Welcome.htm>

## **POLICY CHANGES:**

### **1.2 Definitions**

*(Change made in October 2015 publication of Chapter 1 and the December 2015 publication of Chapter 1)*

Policy on 10/21/15:

The following definition was added to section 1.2:

**Satisfactory Progress** Achievement of a passing grade in the majority of online or traditional education for the term, or if passing grades are not achieved there is evidence that the student took part in the required classes and performed the required work.

Current Policy:

**Satisfactory Progress** Achieving a passing grade for all coursework for the term, or if a passing grade is not achieved there must be documentation that the student took part in the required classes and performed the required work.

### **1.3 The Application Process**

*(Change made in the December 2015 publication of Chapter 1)*

Section 1.3 has been renumbered beginning at subsection 1.3.3 as follows:

| <b>Previous:</b>  | <b>Current:</b>   |
|---|---|
| 1.3.3<br>Interactive Application Interview                            | 1.3.3<br>Program Add  |
| 1.3.4<br>Application/Review Interview Details Page                    | 1.3.4<br>Interactive Application Interview                            |
| 1.3.5<br>Signature Requirements                                       | 1.3.5<br>Application/Review Interview Details Page                    |
| 1.3.6<br>Initial Eligibility Determination                            | 1.3.6<br>Signature Requirements                                       |
| 1.3.7<br>Child Care Eligibility Closed for a Calendar Month or longer | 1.3.7<br>Initial Eligibility Determination                            |
| 1.3.8<br>Program Add  | 1.3.8<br>Child Care Eligibility Closed for a Calendar Month or longer |

**1.3.2.2 Apply in Person**

*(Change made in the October 2015 publication of Chapter 1)*

The following policy was added to section 1.3.2.2:

3. If the applicant prefers to skip the registration signature and instead complete the interactive interview right away, only the Application Summary Signature needs to be collected. The filing date and the interview date are the same date.

**1.3.4 Interactive Application Interview (previously 1.3.3 Interactive Application Interview)**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy change was made to section 1.3.4:

*Previous Policy:*

The agency must schedule an interactive interview for each application, renewal, and when a person is added to an existing case when that individual is eighteen (18) years old or older and when a new program is added to an existing case.

*Current Policy:*

The agency must schedule an interactive interview for each application, renewal, and when Child Care is added to an existing case.

**1.3.6 Signature Requirements (previously 1.3.5 Signature Requirements)**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy change was made to section 1.3.6:

*Previous Policy:*

A signature is required from the applicant for every application, renewal, program add, person add (when the added person is 18 years old or older), and Six Month Report Form (SMRF).

*Current Policy:*

A signature is required from the applicant for every application, renewal, Child Care program add, and Six Month Report Form (SMRF).

**1.3.7 Initial Eligibility Determination (previously 1.3.6 Initial Eligibility Determination)**

*(Changes made in the September 2015 publication of Chapter 1 and the December 2015 publication of Chapter 1)*

The following policy change was made to section 1.3.7:

*Previous Policy:*

Once the verification has been determined to be complete, the agency has seven (7) business days to determine eligibility. Eligibility may be backdated only to the first of the month of the application filing date, unless the applicant requested an intake appointment and was given an appointment for the following month; in this situation eligibility may be backdated to the first of the month that the agency received a signed request for child care assistance (RFA or DWSP-14880).

*Policy on 9/28/15:*

The agency must determine eligibility after the individual's verification requirements are complete. Upon receipt of the required verification from the individual, eligibility may begin on the first of the month of the application filing date.

Current Policy:

The following underlined policy clarification was added to section 1.3.7:

The agency must determine eligibility without delay after the individual's verification requirements are complete. Upon receipt of the required verification from the individual, eligibility may begin on the first of the month of the application filing date.

**1.4.8.2 High School**

*(Change made in the December 2015 publication of Chapter 1)*

The following underlined policy clarification was added to section 1.4.8.2:

On-line high school equivalency courses are contingent upon the child care authorizing agency's approval. The student's satisfactory progress must be documented by scanning the grade report in ECF and the agency must record case comments in CWW. Satisfactory progress is assumed if the student has passing grades for the term, or if passing grades are not achieved there must be documentation that the student took part in the required classes and performed the required work.

**1.4.8.3.2 Self-Employment**

*(Change made in the December 2015 publication of Chapter 1)*

The following underlined policy clarification was added to section 1.4.8.3.2:

For purposes of an approved activity for child care, self-employment is expected to be an activity that produces income that supports the child care Assistance Group. Individuals whose businesses are greater than six (6) months old must file taxes with the IRS in order to participate in the Wisconsin Shares Program and must provide the filed IRS tax documents to the local agency. Individuals whose businesses are in the first six (6) months of operation are exempt from the requirement to provide filed IRS tax documents, but must provide Self-Employment Income Report forms (DCF-F-DWSP2131) or DHS F-00107 forms for all months until IRS tax documents are filed.

**1.4.8.3.3 On-Call Employment**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy changes were made to section 1.4.8.3.3:

Previous Policy:

Participation in on-call employment positions may be an approved activity as long as documentation is provided to the agency of employment verification and work schedule.

- Parents may only use child care during the time that they are in their approved activity and not while waiting to be called for employment.
- Authorizations must be created on an attendance basis and local agency workers must enter case comments in CWW or CSAW describing how authorizations were determined based on the parent's work schedule and employment history.
- In cases of new on-call employment, the number of authorized hours of child care must be based on documentation from the employer showing the individual's expected work hours. In cases of continuing on-call employment, the number of authorized hours of

child care must be based on the average number of hours worked in previous months as documented on the work schedule.

- For periodic episodes of increased work, the parent must contact the agency to request approval of override hours.
- In the event that a parent's work schedule changes, the parent is required to contact the local agency to request a change to the authorization to cover the actual hours of approved activity.

*Current Policy:*

Participation in on-call employment may be an approved activity as long as documentation is provided to the agency of employment verification and work schedule.

- For periodic episodes of increased work, the parent must contact the agency to request approval of override hours.

*Policy moved from section 1.4.8.3.3 to Chapter 2, section 2.2.6 (Chapter 2 version 11/18/15):*

Child care authorizations for parents who work an on-call work schedule must be attendance-based. These authorizations must be limited to the actual work time plus travel as needed and must not include time while the parent is waiting to be called for employment. For new on-call employment the authorization must be written to cover expected work hours based on documentation from the employer. For on-call employment that is ongoing, the authorization must be written based on the average number of hours worked in previous months as documented by pay stubs or other employment verification. Parents must contact the local agency to report any changes in the on-call employment schedule within 10 days of the change as with all other changes. Authorization workers must enter case comments in CWW describing how the authorized hours were determined based on the parent's work schedule. The Child Care Worksheet or other items must be scanned into ECF.

#### **1.4.8.4 Participation in a Tribal TANF Program**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy was removed from sections 1.4.8.2 and 1.4.8.8 and moved to section 1.4.8.4:

The 24-month education limit does not apply to individuals in a Tribal TANF placement if the education is part of their approved plan.

In addition, the following policy was removed from sections 1.4.8.7 and 1.4.8.8 and moved to section 1.4.8.4:

Wisconsin Shares Child Care Subsidy may be available for study time if it is part of the Tribal TANF Self-Sufficiency Plan.

#### **1.4.8.5 Participation in W-2 Program**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy was removed from sections 1.4.8.2 and 1.4.8.8 and moved to section 1.4.8.5:

The 24-month education limit does not apply to individuals in a Wisconsin Works (W-2) placement if the education is part of their approved plan.

In addition, the following policy was removed from sections 1.4.8.7 and 1.4.8.8 and moved to section 1.4.8.5:

Wisconsin Shares Child Care Subsidy may be available for study time if it is part of the W-2 Employability Plan.

#### **1.4.8.6 FoodShare Employment and Training Program (FSET)**

*(Changes made in the September 2015 publication of Chapter 1)*

The following policy change was made to section 1.4.8.6:

Previous Policy: (previously titled 1.5.5 FSET)

Participate in the job search, training, or work experience component of the FoodShare Employment and Training Program (FSET).

Current Policy:

Participation in the job search or work experience component of the FSET program.

#### **1.4.8.7 Basic Education**

*(Change made in the December 2015 publication of Chapter 1)*

The policy regarding the age of the participant was streamlined and the following underlined policy clarifications were made to section 1.4.8.7 as follows:

Previous Policy:

Participate in basic education, including English as a second language course; literacy tutoring; or high school or a course of study meeting the standards established by the state superintendent of public instruction for the high school equivalency. Eligibility requirements for Basic Education:

- If the basic education is high school or equivalent and the parent is age 19 or younger (a teen parent), education can be a standalone approved activity.
- If the basic education is high school or equivalent and the parent is age 19 or younger (a teen parent), the child care authorization will not count against the parent's 24-month limit for child care for basic education.
- If the basic education is high school or equivalent and the parent is age 20 or older, the parent must be working at least 5 hours per week or 20 hours per month throughout the semester to maintain eligibility for education-related child care and the authorized weeks will count toward the parent's 24-month limit for child care for basic education.
- If the basic education program is English as a second language or literacy tutoring, the parent must be working at least 5 hours per week or 20 hours per month regardless of the parent's age. The authorized weeks of care will count toward the parent's 24-month limit for child care for basic education.
- The child care agency must determine that participation in basic education will facilitate the individual's efforts to maintain employment. The agency must document this decision in CWW case comments.

- Other than a teen parent attending high school or equivalent, participation in basic education under this section is limited to no more than 24 months during the lifetime of the parent. The 24 months need not be consecutive. The 24 months must be recorded in the CSAW system Parent Education Tracking page.
- School and work schedules are required for all individuals.
- Wisconsin Shares Child Care Subsidy is not available for study time unless it is part of the employment plan for W-2 or FSET.

Current Policy:

Participate in basic education, including English as a second language course; literacy tutoring; high school or a course of study meeting the standards established by the state superintendent of public instruction for the high school equivalency.

Eligibility requirements for Basic Education:

- If the basic education is high school or equivalent and the parent is age 19 or younger (a teen parent), education can be a standalone approved activity. Please see section 1.4.8.2 on High School.
- If the basic education is high school or equivalent and the parent is age 19 or younger (a teen parent), the child care authorization will not count against the parent's 24-month limit for child care for basic education. Please see section 1.4.8.2 on High School.
- If the basic education is high school or equivalent and the parent is age 20 or older, the parent must be working at least 5 hours per week or 20 hours per month throughout the semester to maintain eligibility for education-related child care and the authorized weeks will count toward the parent's 24-month limit for child care for basic education.
- If the basic education program is English as a second language or literacy tutoring, the parent must be working at least 5 hours per week or 20 hours per month regardless of the parent's age. The authorized weeks of care will count toward the parent's 24-month limit for child care for basic education.
- Local agencies do not have discretion to require more than 5 hours per week or 20 hours per month of employment.
- The child care agency must determine that participation in basic education will facilitate the individual's efforts to maintain employment. The agency must document this decision in CWW case comments.
- Other than a parent age 19 or younger (a teen parent) attending high school or equivalent, participation in basic education under this section is limited to no more than 24 months during the lifetime of the parent. The 24 months need not be consecutive. The 24 months must be recorded in the CSAW system Parent Education Tracking page.
- School and work schedules are required for all individuals.
- The student's satisfactory progress must be documented by scanning the grade report in ECF and updating CWW case comments. Satisfactory progress is assumed if the student has passing grades for the term, or if passing grades are not achieved there must be documentation that the student took part in the required classes and performed the required work.

**1.4.8.8 Technical College or Course of Study Leading to Employment**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy changes and underlined policy clarifications were made to section 1.4.8.8:

*Previous Policy:*

Participate in a course of study at a technical college, or educational courses that provide an employment skill, as determined by the agency and would help the individual's efforts to maintain employment. To qualify:

- The child care agency must determine that participation in this activity will facilitate the individual's efforts to maintain employment. The agency must document this decision in CWW case comments.
- The individual must be employed no less than 5 hours per week or 20 hours per month throughout the entire period of education. Work study can be considered to meet the employment requirement.
- Participation in education under this section is limited to no more than 24 months during the lifetime of the parent. The 24 months need not be consecutive. The 24 months must be recorded in the CSAW system Parent Education Tracking page.
- The 24-month limit does not apply to individuals in a Wisconsin Works (W-2) or Tribal TANF placement if the education is part of their approved plan.
- School and work schedules are required for all individuals.
- Wisconsin Shares Child Care Subsidy is not available for study time unless it is part of the employment plan for W-2 or FSET.
- Field placement, such as student teaching and unpaid internships, do not meet the employment criteria of this section, but may be included as part of the educational activity if school credits are awarded for completion.

*Current Policy:*

Participate in a course of study at a technical college, or educational courses that provide an employment skill, as determined by the agency and would help the individual's efforts to maintain employment. To qualify:

- The child care agency must determine that participation in this activity will facilitate the individual's efforts to maintain employment. The agency must document this decision in CWW case comments.
- The individual must be employed no less than 5 hours per week or 20 hours per month throughout the entire period of education. Work study can be considered to meet the employment requirement.
- Local agencies do not have discretion to require more than 5 hours per week or 20 hours per month of employment.
- Participation in education is limited to no more than 24 months during the lifetime of the parent. The 24 months need not be consecutive. The 24 months must be recorded in the CSAW system Parent Education Tracking page.
- School and work schedules are required for all individuals.



- Field placement, such as unpaid student teaching and unpaid internships, do not meet the employment criteria of this section, but may be included as part of the educational activity if school credits are awarded for completion.
- The student's satisfactory progress must be documented by scanning the grade report in ECF and updating CWW case comments. Satisfactory progress is assumed if the student has passing grades for the term, or if passing grades are not achieved there must be documentation that the student took part in the required classes and performed the required work.

#### **1.4.8.9 Online Education**

*(Changes made in the October 2015 publication of Chapter 1 and the December publication of Chapter 1)*

##### Policy on 10/21/15:

The following underlined policy clarification was added to section 1.4.8.9:

The student's satisfactory progress must be documented in CWW case comments. Satisfactory progress is assumed if the student has passing grades in the majority of classes taken for the term, or if passing grades are not achieved there is documentation that the student took part in the required classes and performed the required work.

##### Current Policy:

The following underlined policy additions were made to section 1.4.8.9:

The student's satisfactory progress must be documented by scanning the grade report in ECF and updating CWW case comments. Satisfactory progress is assumed if the student has passing grades for the term, or if passing grades are not achieved there must be documentation that the student took part in the required classes and performed the required work.

#### **1.5.5.4 Self-Employment Income**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy changes were made to section 1.5.5.4:

##### Previous Policy:

Use the prior year tax forms to calculate the monthly self-employment income for individuals who were required to file self-employment taxes in the previous calendar year. If the individual was not required to file self-employment tax forms, use the Self-Employment Income Report; form DCF-F-DWSP2131.

##### Current Policy:

Expenses for depreciation, personal business and entertainment, personal transportation costs, purchases of capital equipment and payments on the principal of loans are not valid expenses and must be added back in net income during child care eligibility determination.

CARES Worker Web will calculate the monthly self-employment income for the Child Care Assistance Group when the following fields are completed on the self-employment page: Gross Income, Gross Expenses, Depreciation Amount, and CC Only Invalid Expenses.

**1.6.2.1 Non-Financial Eligibility Verification**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy changes were made to section 1.6.2.1:

The section entitled “Applicant Identity” has been retitled to “Identity of the applicant and all parents in the Assistance Group.”

In addition, the section entitled “Age of each group member” has been retitled to “Date of Birth of each Assistance Group Member.”

**1.6.2.2 Financial Eligibility Verification**

*(Changes made in the October 2015 publication of Chapter 1 and the December publication of Chapter 1)*

Policy on 10/21/15:

The following underlined policy clarification was made to the Earned Income section of 1.6.2.2:

**Earned Income:** Dated paycheck stubs and pay statements for the immediately preceding 30 (thirty) days must include the employer and employee name, rate of pay, and hours worked; Employer Verification of Earnings (EVFE) form with the employer’s signature, number of hours of work per week, company name, and rate of pay; a letter from the employer bearing the employer’s legible name, contact information and signature and includes the employee’s name, rate of pay, and hours of work; IRS tax forms; Self-Employment Income Report form (DCF-F-DWSP2131).

As a last resort, collateral contact with the employer is a valid form of employment verification when the agency worker is assisting the client to obtain earned income and employment verification. The worker must document the phone conversation in CWW case comments including the date and time, and name and phone number of the person that was contacted. This form of verification may be coded as Collateral Contact in CWW.

If any form of employment verification appears questionable or the worker is suspicious of falsification of the documentation, the worker must document this in case comments and request a second form of verification.

Current Policy:

The following policy changes were made to section 1.6.2.2:

The section entitled “Earned Income” has been retitled to “Earned Income of all adults in the Assistance Group.”

The section entitled “Unearned Income” has been retitled to “Unearned Income for all Assistance Group members.”

In addition, the following underlined policy was added to the “Earned Income of all adults in the Assistance Group” section of 1.6.2.2:

**Earned Income of all adults in the Assistance Group:** Dated paycheck stubs and pay statements for the immediately preceding thirty (30) days must include the employer and employee name, rate of pay, and hours worked; Employer Verification of Earnings (EVF-E) form with the employer’s signature, number of hours of work per week, company name, and rate of pay; a letter from the employer bearing the employer’s legible name, contact information and signature and includes the employee’s name, rate of pay, and hours of work; or Equifax

verification through the Federal Data Services Hub (FDSH) wage match (so long as the data is correct and reports on the approved activity income within the past thirty (30) days).

For self-employment businesses in operation greater than six (6) months, filed IRS tax documents for the previous year must be provided. If IRS quarterly estimated tax document worksheets were filed for the current year, the most recent quarter's documents must be provided as well. A participant that has a self-employment business that is greater than six (6) months must provide Self-Employment Income Report forms (DCF-F-DWSP2131) or DHS F-00107 forms with the required filed IRS tax documents if the previous year's filed IRS tax documents do not represent the current income for the business. New businesses are exempt from the requirement to provide IRS tax documents for the first six (6) months of the business, but must provide Self-Employment Income Report forms (DCF-F-DWSP2131) or DHS F-00107 forms for all months until IRS tax documents are filed.

If IRS tax documents or SEIRF forms appears questionable or need clarification, local agency staff must follow up with the participant and request additional verification, such as documentation of receipts, contracts, or expenses. Any additional verification requirements must be documented in CWW case comments.

As a last resort, collateral contact with the employer is a valid form of employment verification when the agency worker is assisting the client to obtain earned income and employment verification. The worker must document the phone conversation in CWW case comments including the date and time, and name and phone number of the person that was contacted. This form of verification may be coded as Collateral Contact in CWW.

If any form of employment verification appears questionable or the worker is suspicious of falsification of the documentation, the worker must document this in case comments and request a second form of verification.

### **1.6.2.3 Approved Activity Verification**

*(Changes made in the October 2015 publication of Chapter 1 and the December publication of Chapter 1)*

The following policy changes were made to section 1.6.2.3:

#### Previous Policy:

**Employment:** See 1.6.2.2

**Self-Employment:** Self-employment business tax records for the previous tax year or quarterly self-employment tax records as reported to the IRS, or Self-Employment Income Report (DCF-F-DWSP2131).

#### Policy on 10/21/15:

**Employment:** Employment is verified by paycheck stubs; the completed Employer Verification Form – Earnings (EVF-E) containing the employer's signature; a letter from the employer bearing the employer's legible name, contact information and signature and includes the employee's name, rate of pay and hours of work; and Equifax verification through the Federal Data Services Hub (FDSH) wage match.

**Self-Employment: (Note: the self-employment policy remained the same in October 2015 as previous policy listed above for September 2015).**

Self-employment business tax records for the previous tax year or quarterly self-employment tax records as reported to the IRS, or Self-Employment Income Report (DCF-F-DWSP2131).

Current Policy:

The following underlined policy was added and the previous policy under self-employment was removed for section 1.6.2.3:

The following lists the approved activity eligibility items that must be verified and includes a list of document types that satisfy the corresponding requirement. All parents in the assistance group must be in a verified approved activity.

**Employment:** Dated paycheck stubs and pay statements for the immediately preceding thirty (30) days must include the employer and employee name, rate of pay, and hours worked; Employer Verification Form – Earnings (EVF-E) with the employer’s signature, number of hours of work per week, company name, and rate of pay; a letter from the employer bearing the employer’s legible name, contact information and signature and includes the employee’s name, rate of pay, and hours of work; and Equifax verification through the Federal Data Services Hub (FDSH) wage match (so long as the data is correct and reports on the approved activity income within the past thirty (30) days).

**Self-Employment: (Note: all previous policy for self-employment was removed in December 2015 and the following policy in this self-employment section is the current policy for self-employment)**

For self-employment businesses in operation greater than six (6) months, filed IRS tax documents for the previous year must be provided. If IRS quarterly estimated tax document worksheets were filed for the current year, the most recent quarter’s documents must be provided as well. A participant that has a self-employment business that is greater than six (6) months must provide Self-Employment Income Report forms (DCF-F-DWSP2131) or DHS F-00107 forms with the required filed IRS tax documents if the previous year’s filed IRS tax documents do not represent the current income for the business. New businesses are exempt from the requirement to provide IRS tax documents for the first six (6) months of the business, but must provide Self-Employment Income Report forms (DCF-F-DWSP2131) or DHS F-00107 forms for all months until IRS tax documents are filed.

If IRS tax documents or SEIRF forms appears questionable or need clarification, local agency staff must follow up with the participant and request additional verification, such as documentation of receipts, contracts, or expenses. Any additional verification requirements must be documented in CWW case comments.

**HSED, GED, High School:** Enrollment letter from school. The most current grade report for the student must be obtained to review for satisfactory progress or if passing grades are not achieved, there must be documentation that the student took part in the required classes and performed the required work.

**Basic Education and Employment:** Proof of school enrollment and class schedule and employment verification of at least 5 hours per week or 20 hours per month. The most current grade report for the student must be obtained to review for satisfactory progress or if passing grades are not achieved, there must be documentation that the student took part in the required classes and performed the required work.

**Technical College and Employment:** Proof of school enrollment and class schedule and employment verification of at least 5 hours per week or 20 hours per month. The most current grade report for the student must be obtained to review for satisfactory progress or if passing grades are not achieved, there must be documentation that the student took part in the required classes and performed the required work. Work-study is verified by the educational aid package or a letter from the school.

**Online Education:** Proof of school enrollment and class schedule and employment verification of at least 5 hours per week or 20 hours per month. The most current grade report for the student must be obtained to review for satisfactory progress or if passing grades are not achieved, there must be documentation that the student took part in the required classes and performed the required work.

#### **1.6.4 Verify Again If Questionable or Has Changed**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy changes were made to section 1.6.4:

*Previous Policy:*

- Wisconsin Residence/Residency
- Marital Status
- Or any other required verification that is questionable.

The agency must scan copies of documents used to verify these items in the Electronic Case File (ECF).

*Current Policy:*

- A change of residence address.
- A change in mailing address.
- A change in marital status.
- A change in employment.
- A change in monthly income, either because of a change in rate of pay or a change in the number of hours worked which increases monthly income by \$250.00 or decreases the monthly income by \$100.00 or any increase in income that raises the child care Assistance Group's monthly gross income above 200% of Federal Poverty Level (FPL).
- A change in child support and/or a change in family support that increases the aggregate amount of the support received for all household members to greater than \$1,250.00 per month.
- A change in work schedule.
- A change in school schedule.
- A change in the need for child care.
- A change in an individual's approved activity status (starting or ending an activity).
- Any other required verification that is questionable.

The agency must scan copies of documents used to verify these items in the Electronic Case File (ECF).

### 1.6.7 Verification Due Date

*(Change made in the October 2015 publication of Chapter 1)*

The following underlined policy clarification was made to section 1.6.7:

If the applicant requests more time to provide the verification, the agency may extend the verification due date to not more than 30 calendar days from the application filing date. The need for more time may be an indication to the agency worker that the applicant requires assistance. See section 1.6.8.

### 1.8.1 Financial Eligibility

*(Change made in the December 2015 publication of Chapter 1)*

The following policy clarification was added to section 1.8.1:

Being on the Kinship Care payment waitlist does not qualify as receipt of a Kinship Care payment.

**\*Action Needed: for those cases that are currently open for Child Care and are on the kinship waitlist and have been previously considered to be court-ordered, eligibility will need to be redetermined at review or at the six-month review (SMRF) in consideration of this amended policy that does not consider the waitlist as receipt of the Kinship Care payment.**

### 1.8.3 Exemption from Providing Verification within 7 Days

*(Changes made in the September 2015 publication of Chapter 1 and the December 2015 publication of Chapter 1)*

The following policy changes were made to section 1.8.3:

Previous Policy: (previously titled 1.13.6 Verifying the Child's Biological or Adoptive Family Income)

The income level of the kinship care child's biological or adoptive parents may not be available to the applicant kinship care relative, and will need to be requested from the placing child welfare or child support agency.

Although the child's biological or adoptive family income at the time of their placement may be difficult to obtain, it is required for eligibility determination under current law. If the biological or adoptive parent income is not known at the time of placement, the eligibility worker should enter zero on the Manual Eligibility page in CARES Worker Web and document in CARES comments that the information was not available from the child welfare or child support agency. If the child support agency is not able to locate the biological or adoptive family income by the child's first six-month review, the eligibility agency may stop seeking the information if they document it in CARES case comments that IV-D child support still could not locate the parent income, and continue to enter zero on the Manual Eligibility page until the child welfare or child support agency or any other source reports otherwise.

Policy on 9/28/15:

Foster care parents, subsidized guardians, and interim caretakers are exempt from the non-financial requirement to provide verification within 7 business days as detailed under section 1.6. However, verification remains required. Outside of this exception, all other requirements under section 1.6 still apply to foster care parents, subsidized guardians, and interim caretakers.

Foster care parents, subsidized guardians, and interim caretakers are not exempt from the requirement to provide verification within 7 business days when they are applying for child care assistance for their own children.

Relatives with court-ordered placement who receive Kinship Care are not exempt from the requirement to provide verification within 7 business days as provided under section 1.6.

Current Policy:

The following underlined policy clarification was added to section 1.8.3:

Foster care parents, subsidized guardians, and interim caretakers are exempt from the non-financial requirement to provide verification within 7 business days as detailed under section 1.6. However, verification remains required within 30 days. Outside of this exception, all other requirements under section 1.6 still apply to foster care parents, subsidized guardians, and interim caretakers.

Foster care parents, subsidized guardians, and interim caretakers are not exempt from the requirement to provide verification within 7 business days when they are applying for child care assistance for their own children.

Relatives with court-ordered placement who receive Kinship Care are not exempt from the requirement to provide verification within 7 business days as provided under section 1.6.

Foster care parents, subsidized guardians, interim caretakers and relatives with court-ordered placement who receive Kinship Care are always required to provide income verification as detailed in section 1.6.2.2.

### **1.9.1 Reporting Requirements**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy change was made to section 1.9.1:

Previous Policy:

- A change in the household composition (household members).

Current Policy:

- A change in the household composition (someone moves into or out of the home).

In addition, the following policy was added to section 1.9.1:

A change in the relationship with a child in the household (i.e. adoption, paternity establishment or legal parentage, foster care, subsidized guardianship, interim caretaker, or kinship care).

### **1.9.2 Eligibility Redetermination**

*(Changes made in the September 2015 publication of Chapter 1 and the December 2015 publication of Chapter 1)*

The following policy change was made to section 1.9.2:

Previous Policy: (previously titled 1.15.3 Agency Time Frame for Eligibility Redetermination)  
Child care administrative agencies shall re-determine parent need for service and eligibility within ten business days following receipt of a parent's report of a change in circumstances that may affect their eligibility, and at least every six months.

Policy on 9/28/15:

Agencies must redetermine eligibility at least every six months, with the Six Month Report Form (SMRF) or the Annual Review and following a reported change, program add, person add (when the added person is 18 years old or older), and when an individual's need for child care changes.

Current Policy:

Agencies must redetermine eligibility at least every six months with the Six Month Report Form (SMRF) or the Annual Review and following a reported change.

### **1.9.3 Six Month Report Forms (SMRF)**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy clarification was added to section 1.9.3:

The applicant has seven (7) business days from the date the "Notice of Verification Needed" was mailed to submit the needed verification to the agency. If verification has not been received from the applicant within seven (7) business days, run eligibility to generate a Denial Notice alerting the applicant the Child Care eligibility has ended.

If the applicant requests more time to provide the verification, the agency may extend the verification due date to not more than one (1) month after the six month report form (SMRF) is due. The need for more time may be an indication to the agency worker that the applicant requires assistance. See section 1.6.8.

### **1.9.4 Annual Reviews**

*(Change made in the December 2015 publication of Chapter 1)*

The following policy clarification was added to section 1.9.4:

The applicant has seven (7) business days from the date the "Notice of Verification Needed" was mailed to submit the needed verification to the agency. If verification has not been received from the applicant within seven (7) business days, run eligibility to generate a Denial Notice alerting the applicant the Child Care eligibility has ended.

If the applicant requests more time to provide the verification, the agency may extend the verification due date to not more than one (1) month from the renewal date. The need for more time may be an indication to the agency worker that the applicant requires assistance. See section 1.6.8.

## **CONTACTS:**

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at [http://dcf.wisconsin.gov/regional\\_operations/pdf/contact\\_list.pdf](http://dcf.wisconsin.gov/regional_operations/pdf/contact_list.pdf)



For Child Care CARES/CWW, CSAW and CCPI Processing Questions statewide and policy questions in Milwaukee County contact the Child Care Help desk at: [childcare@wisconsin.gov](mailto:childcare@wisconsin.gov) or (608) 264-1657.

\*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

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